

## DRIVEWAY DETAIL WORKSHEET

\*\*\*\* Please fill in all questions. \*\*\*\*

- 1) Type of Proposed Drive: \_\_\_\_\_  
(examples include Class I urban, Class II rural, and Class V field entrance)  
1a) Is there a paved shoulder greater than 8 feet wide? YES NO  
1b) Does the proposed drive join a curbed section of highway? YES NO
- 2) Is there an existing sidewalk along the roadway? YES NO
- 3) Driveway surface will be: \_\_\_\_\_  
(examples include asphalt, concrete, and crushed stone/aggregate)
- 4) The narrowest width of the driveway measured perpendicular to the centerline of the driveway will be \_\_\_\_\_ feet.
- 5) Radii of the driveway will be: (note...the entrance side will be 20' for Class I or 10' for a Class I if the highway has a parking lane and will be 25' for a Class II or Class V. Also note that the exit side will be a min. of 10' for a Class I, will be 15' for a Class II, and will be 25' for a Class V.)
  - a) entrance side \_\_\_\_\_ feet
  - b) exit side \_\_\_\_\_ feet
  - c) is parking allowed on the street? \_\_\_\_\_
- 6) Pipe Requirements: (note...please contact your area Permit Field Investigator for help in determining pipe requirements.)
  - a) Is pipe required? \_\_\_\_\_
  - b) If so, what diameter? \_\_\_\_\_ inches, and length? \_\_\_\_\_ feet.  
(note...if the center of the flow line in the ditch is within 11 feet of the edge of the nearest traveled lane the pipe must be at least 30 feet long)
  - c) If so, what composition of type III of pipe is required?
    - ☐ corrugated steel
    - ☐ reinforced concrete
    - ☐ corrugated polyethylene-smooth interior-double wall
    - ☐ flared metal end sections required
- 7) Distance from center line of roadway to the Right of Way or property line:  
\_\_\_\_\_ feet

- 8) Distance from edge of pavement to the flow line of the ditch (if ditch exists):  
\_\_\_\_\_ feet
- 9) Diameter of nearest upstream pipe within  $\frac{1}{4}$  of a mile of proposed driveway:  
\_\_\_\_\_ inches
- 10) Direction of flow in ditch: (note...for all directional questions, odd number roads run north and south and even numbered roads run east and west)

☐ North  
☐ South  
☐ East  
☐ West

- 11) Distance from center line of driveway to each property line:

a) Distance from

☐ North  
☐ South  
☐ East  
☐ West

property line: \_\_\_\_\_ feet

b) Distance from

☐ North  
☐ South  
☐ East  
☐ West

property line: \_\_\_\_\_ feet

- 12) Driveway is on which side of the roadway?

☐ North  
☐ South  
☐ East  
☐ West

- 13) Cross Pipe information:

a) Is there a cross pipe under the highway within 500 feet of proposed driveway? YES NO

b) If so, what diameter is the cross pipe? \_\_\_\_\_ inches.

c) If so, *how far* and *what direction* is it from the driveway?  
\_\_\_\_\_

d) If so, is it a box structure, round, arch, or other? \_\_\_\_\_

14) Guardrail information:

a) Is there any guardrail within 500 feet of proposed driveway?  
YES NO

b) If so, *how far* and *what direction* is it from the driveway?  
\_\_\_\_\_

15) Approximate sight distance from proposed driveway is \_\_\_\_\_ feet left  
and \_\_\_\_\_ feet right.

*Is the proposed drive near a hill crest?* \_\_\_\_\_. *Near a curve?* \_\_\_\_\_.

*The speed limit is?* \_\_\_\_\_ *m.p.h.*

16) a) What is the distance to the nearest driveway on the same side of the road?  
\_\_\_\_\_ feet

b) In what direction is that driveway from the proposed driveway?

- ☐ North
- ☐ South
- ☐ East
- ☐ West

17) a) What is the distance to the nearest driveway on the other side of the road?  
\_\_\_\_\_ feet

b) In what direction is that driveway from the proposed driveway?

- ☐ North
- ☐ South
- ☐ East
- ☐ West
- ☐ Directly Across

18) Is the driveway along a State or US Route that is designated as being  
*Limited Access?* YES NO

Applicant Name: \_\_\_\_\_.

Applicant E-Mail Address: \_\_\_\_\_.

Please submit a completed copy of this worksheet with all Driveway Permits.



**NOTE:** Numbered callouts on drawing corresponds to the numbered questions on the page 2 of this worksheet and also the "Driveway Details" page in the Electronic Permit System. Please refer to the INDOT Driveway Manual and/or Local Permit Investigator for assistance.

**Please Note:**

**Please note, Headwalls and Permanent type Mailboxes (i.e. Brick or Stone) are NOT permitted on State Right-of-Way**

**Property Address:**

Existing Drive Approach **17**

**Standard Badii Dimensions (Refer to Question 1 for Class)**

CLASS	MAX. Width	R1 (ft.)	R2 (ft.)
I (Adj. to Parking Lane)	20	10	10
I (Adj. to Traffic Lane)	20	10	20
II	24	15	25
V	24	25	25

Address

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**DISCLAIMER:** This reference worksheet is not to scale nor does it cover every private approach application, nor will it be a replacement for the Details page in the Electronic Permitting System



## INDIANA DEPARTMENT OF TRANSPORTATION EPS PRIVATE APPROACH REFERENCE WORKSHEET



Here are the questions that correspond to the callouts on the drawing on page 1:

(All units of measurement are to be in English. For directional questions used this method: North or South for odd number roads, East or West for even numbered roads. Please refer to the Driveway Permit Manual for INDOT standards)

1. Please select the class of approach that best describes the proposed approach. (Please see "Driveway Details" page in EPS for standard drawings.)

2. Is there an existing sidewalk along the roadway?

3. What type of driveway surface will be used?

4. What is the width of the driveway?

5. What are the radii of both sides of the driveway? (see page 1 chart for standards)

6. Is a drainage pipe required? Diameter? Material Type?

7. What is the distance from the centerline of the road to the State Right-Of-Way or Property Line?

8. What is the distance from the edge of pavement (travel portion and/or white line) to ditch? (If exists)

9. What is the diameter of nearest upstream pipe within .25 mile of proposed driveway? (In inches)

10. What is the direction of flow in ditch?

11. What is the distance and direction from Center of Driveway to each Property Line?

12. What side of the road is proposed driveway on?

13. Is there a cross-pipe under the roadway within 500 feet of proposed driveway? Diameter? Distance and direction from the proposed approach?

14. Is there a guard rail within 500 feet of proposed driveway? Distance and direction from the proposed approach?

15. What is the approximate sight distance from the proposed approach? (Please refer to the Driveway Permit Manual or INDOT personnel for assistance)

16. What is the distance and direction of the nearest existing driveway?

17. What is the distance and direction of the nearest existing driveway on the opposite side of the road?

18. Is the driveway being proposed on a State or U.S. Route right-of-way designated as Limited Access? (Please refer to the Driveway Permit Manual or INDOT personnel for assistance)

19. If the applicant is not the property owner please fill in the interest holder information? (Please see "Driveway Details" page in EPS for assistance)

**DISCLAIMER:** This reference worksheet is not to scale nor does it cover every private approach application, nor will it be a replacement for the Details page in the Electronic Permitting System

**DRIVEWAY PERMIT**

State Form 1945(R6/3-00)

Approved by State Board of Accounts 2000

**STATE OF INDIANA  
INDIANA DEPARTMENT OF TRANSPORTATION**

<b>Type of Permit:</b>			
<input type="checkbox"/> Private Driveway	<input type="checkbox"/> Minor Commercial Driveway	<input type="checkbox"/> Sub-minor Commercial Driveway	<input type="checkbox"/> Major Commercial Driveway
Class _____	Class _____	Class _____	Class _____
District _____	Subdistrict _____	Subdistrict telephone number _____	
Driveway Location: _____			
_____			
_____		Reference pt. number _____	
<input type="checkbox"/> Legal description of Parcel is attached (All driveway applications)			
<input type="checkbox"/> 20 year Certified Title Search or Title Insurance is attached (All commercial driveway applications.)			
Present use of Parcel(s): _____			
_____			
Proposed use of Parcel(s) including adjacent Parcels owned and / or controlled by applicant: _____			
_____			
_____			
Bond required		If Yes, Penal Sum	Bond number
<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____	_____
APPLICATION FEE: (Make check or bank draft payable to "Indiana Department of Transportation")			\$ _____
<b>SPECIAL PROVISIONS:</b>			
THIS APPLICANT AGREES TO INDEMNIFY, DEFEND, EXCULPATE, AND HOLD HARMLESS THE STATE OF INDIANA, ITS OFFICIALS AND EMPLOYEES FROM ANY LIABILITY DUE TO LOSS, DAMAGE, INJURIES, OR OTHER CASUALTIES OF WHATSOEVER KIND OR BY WHOMSOEVER CAUSED, TO THE PERSON OR PROPERTY OF ANYONE ON OR OFF THE RIGHT-OF-WAY ARISING OUT OF, OR RESULTING FROM THE ISSUANCE OF THIS PERMIT OR THE WORK CONNECTED THEREWITH, OR FROM THE INSTALLATION, EXISTENCE, USE, MAINTENANCE, CONDITIONS, REPAIRS, ALTERATIONS, OR REMOVAL OF ANY EQUIPMENT OR MATERIAL, WHETHER DUE IN WHOLE OR IN PART TO THE NEGLIGENT ACTS OR OMISSIONS (1) OF THE STATE, ITS OFFICIALS, AGENTS, OR EMPLOYEES; OR (2) OF THE APPLICANT, HIS AGENTS, OR EMPLOYEES, OR OTHER PERSONS ENGAGED IN THE PERFORMANCE OF THE WORK, OR (3) THE JOINT NEGLIGENCE OF ANY OF THEM; INCLUDING ANY CLAIMS ARISING OUT OF THE WORKMEN'S COMPENSATION ACT OR ANY OTHER LAW, ORDINANCE, ORDER, OR DECREE. THE APPLICANT ALSO AGREES TO PAY ALL REASONABLE EXPENSES AND ATTORNEY'S FEES INCURRED BY OR IMPOSED ON THE STATE IN THE EVENT THAT THE APPLICANT SHALL DEFAULT UNDER THE PROVISIONS OF THIS PARAGRAPH.			
Signature of permit applicant _____		Printed name of permit applicant _____	
Name of company of organization _____		Telephone number _____	
Address (number and street, city, state, zip code) _____			
Inspector _____		District Regulatory Supervisor _____	
District Director _____			

Application number

Road number

County number

Expiration date

Issue date

Permit number

**SUBMIT ALL 4 COPIES**

State of Indiana  
Department of Transportation  
**GENERAL PROVISIONS**

1. All work described in the permit shall be subject to the inspection of the Department of Transportation and the permittee shall adjust or stop operations upon direction of any police officer or authorized Department of Transportation employee.
2. The permit may be revoked at any time by the Department of Transportation at its discretion or for noncompliance with any and/or all provisions of said permit.
3. The permittee shall notify the Department of Transportation Subdistrict five (5) working days preceding the beginning of any work activity.
4. The permittee shall notify the Department of Transportation Subdistrict that the work is complete and this notice is to be provided within seven (7) days from completion of all work on this permit.
5. The permittee shall have the permit complete with drawings and special provisions in their possession during work operations and will show said permit on demand, to any police officer or authorized Department of Transportation employee.
6. The permittee shall pay the Department of Transportation for any inspection costs where it is necessary to assign a Department of Transportation employee to inspect the work. The applicant shall immediately reimburse the State upon receipt of an itemized statement.
7. The permit is valid through the stated expiration date. If work is not completed within the allotted time, the permit is automatically cancelled unless an extension is requested prior to the expiration date and said request is approved by the Department of Transportation. If a permit is cancelled, a new application must be submitted and approved before the proposed work can be accomplished.
8. The permittee shall erect and maintain all necessary signs, barricades, detour signs, and warning devices required to safely direct traffic over or around the part of the highway where permitted operations are to be done so long as the work does not interfere with traffic, in accordance with Section "D" of the Indiana Manual of Uniform Traffic Control Devices.
9. All construction and materials used within the highway right-of-way must conform to the current Department of Transportation "Standard Specifications" with the permittee being considered in the same status as the contractor.
10. Any operations authorized by the permit shall not interfere with any existing structure on the Department of Transportation right-of-way without specific permission in writing from the Department of Transportation. In the event that any buildings, railings, traffic control devices, or other structures are damaged, said cost of the removal and/or damage shall be borne by the permittee.
11. This permit does not apply to any State roads or bridges that are closed for construction purposes, or to any county roads or city streets.
12. Approval of the permit application shall be subject to the permittee obtaining all necessary authorizations from local authorities and complying with all applicable laws. The issuance of the permit shall in no way imply Department of Transportation approval of, or be intended to influence any action pending before a local board, commission, or agency.
13. In accordance with the requirements of Indiana Code 8-1-26, any person "excavating" or "demolishing" (as defined by I.C. 8-1-26-2 and 8-1-26-5) must notify all people who have underground facilities located in the area between two (2) and thirty (30) working days before the work is performed.
14. The permitted operations shall not be performed on Saturdays, Sundays, or during the period beginning at 12:00 Noon on the last weekday (Monday through Friday) preceding and continuing until Sunrise on the day following: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
15. In accordance with the notice requirements of Indiana Code 4-22-1-25, any objection to the conditions and provisions of an approved permit must be submitted in writing to the Department of Transportation within fifteen (15) days from the issue date.

**STATE OF INDIANA  
INDIANA DEPARTMENT OF TRANSPORTATION**

**DRIVEWAY PERMIT  
SPECIAL PROVISIONS**

1. The permittee shall at all times protect the pavement surface and right-of-way from damage due to the use of heavy equipment, and shall provide and use approved pads, planks or dirt cushion to protect against other damage. Immediately before any section of the highway is to be placed back in use for traffic, the permittee shall remove all excess dirt and sweep the pavement surface to eliminate unnecessary dust hazards.
2. The surface course shall meet Department of Transportation Standard Specifications for smoothness.
3. The sub-grade on which the pavement is to be placed shall be compacted thoroughly prior to placing the pavement.
4. The permittee shall be responsible for the proper replacement of any driveway pipes or sidewalks that are disturbed during the work. Drainage on shoulders, ditches, or otherwise on the right-of-way shall not be obstructed.
5. The permittee shall not disturb nor manipulate any existing traffic control devices. Any damage to a traffic control device shall be repaired immediately at the permittee's expense and by a State Prequalified Contractor. Contact the Signal Technician at the appropriate District Office (see telephone numbers on page 2), five days prior to doing work in the right-of-way for underground appurtenance location.
6. The Indiana Department of Transportation reserves the right to restrict construction activities during morning and afternoon rush hour traffic periods if conditions warrant.
7. **FINISHING**
  - A. Upon direction of the State Inspector, any disturbed vegetation area will be covered by four inches minimum of top soil compacted flush to surrounding earth.
  - B. Ground cover specification shall refer to current "Seeding and Sodding" specifications in the Indiana Department of Transportation Standard Specifications.
8. Work shall be performed in accordance with the approved plans.
9. The interface between existing pavement and new pavement will be prepared as follows:
  - A. Care should be taken when excavating next to existing pavement in order to protect the structural integrity of the pavement.
  - B. The sub-grade in the widened area shall be compacted prior to the placing of the widening material.
  - C. Existing bituminous surface roads should be longitudinally saw cut when adding auxiliary lanes to achieve a tight, clean, uniform connection.
  - D. When concrete auxiliary lanes are constructed, anchor bolts shall be Placed as specified in the Indiana Department of Transportation Standards (5.0 ft. center to center). Driveway radii shall be constructed using Ear Construction as specified in INDOT standards.
  - E. The surface of new auxiliary lanes and existing pavement shall be of homogenous material.
  - F. Where new pavement meets old pavement, all shoulder material must be removed. The new full depth pavement must meet the old full depth pavement and have a water tight, clean uniform connection.

APPLICATION NUMBER

ROAD NUMBER

COUNTY

EXPIRATION DATE

ISSUE DATE

PERMIT NUMBER



#### DRIVEWAY PERMIT SPECIAL PROVISIONS CONTINUED

10. Additional auxiliary lanes and tapers should be sloped at  $\frac{1}{4}$ "/ft. and aggregate shoulders should be sloped at  $\frac{3}{4}$ "/ft. Bituminous shoulders should be sloped at  $\frac{1}{2}$ "/ft.
11. Relocation, alteration, or addition of appurtenances, necessitated by this permit shall be done as a part of this permit. Indiana Department of Transportation appurtenances may include such items as : underground conduit, signal poles, controllers, signs, light standards, guardrail, etc. Relocation, alteration, or addition of such appurtenances will be accomplished at the applicant's expense.
12. All permanent pavement markings required due to the construction shall be installed by the permittee at the direction of the Indiana Department of Transportation's District Traffic Engineer.
13. All driveways using pipes must have standard flared metal pipe ends.
14. The maximum grade change for a major commercial driveway approach is  $\pm 3\%$  and  $\pm 6\%$  for a minor commercial driveway. Any variation to these maximum grade changes must be clearly indicated on the approved set of permit drawings.
15. All work on highway right-of-way authorized by this permit must be completed within one (1) year after the permit is issued. Once construction authorized by the permit is initiated it must be completed within thirty (30) days, unless otherwise expressly approved as a special condition.
16. The execution of the Access Control Document if required, and all work indicated on the approved permit plans must be completed before the bond can be released.
17. The applicant is responsible for contacting the Indiana Department of Transportation District Office to schedule a pre-construction conference with the District Regulatory Supervisor.
18. All exposed earth surfaces shall be treated for erosion control.

#### INDOT DISTRICT OFFICES

Crawfordsville District  
41 W. 300 N.  
Crawfordsville, IN 47933  
(765) 362-3700

Fort Wayne District  
5333 Hatfield Road  
Fort Wayne, IN 46808  
(260) 484-9541

Greenfield District  
32 S. Broadway St.  
Greenfield, IN 46140  
(317) 462-7751

LaPorte District  
315 E. Boyd Blvd.  
LaPorte, IN 46350  
(219) 362-6125

Seymour District  
185 Agrico Lane  
Seymour, IN 47274  
(812) 522-5649

Vincennes District  
3650 South U.S.41  
Vincennes, IN 47591  
(812) 882-8330

**INDIANA DEPARTMENT OF TRANSPORTATION  
PERMIT SECTION**

**CONSULTANT CONSENT FORM**

The undersigned, \_\_\_\_\_, being the applicant requesting permission to perform work on right of way controlled by the Indiana Department of Transportation, hereby authorizes \_\_\_\_\_ to submit documents and plans necessary for the aforementioned applicant for the purpose of obtaining a permit from the Indiana Department of Transportation (INDOT).

This consent shall:

remain in effect until revoked by the Indiana Department of Transportation or until the work approved under the permit has been accepted by INDOT .

remain in effect until \_\_\_\_\_.

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
STATE OF INDIANA, COUNTY OF \_\_\_\_\_, SS:

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Signature

My Commission Expires:

\_\_\_\_\_  
County of Residence

**ADDITIONAL DISCLOSURE**

State Form 23237 (R3 / 3-00)

Approved by State Board of Accounts, 2000

STATE OF INDIANA  
DEPARTMENT OF TRANSPORTATION

All persons with an interest in the land and the project, including mortgages, lessees, owners of option, lien holders, and holders of other encumbrances, must join the applicant in this application:

\_\_\_\_\_, with the following interest in the project:  
**Name of interest holder - print clearly or type)**

consents the conditions of \_\_\_\_\_'s  
**(Name of applicant - print clearly or type)**

permit application for \_\_\_\_\_  
and agrees to be bound by the terms and conditions of the permit which may be issued to the applicant.

Signature of interest holder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ ( ) \_\_\_\_\_

**ACKNOWLEDGMENT**

State of \_\_\_\_\_, County of \_\_\_\_\_, SS:  
Before me, the undersigned Notary Public in and for the said County personally appeared

**(Name of signers, their official capacity and name)**

and acknowledged the execution of the foregoing contract this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Witness my hand and seal the said last named date.

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public\_\_\_\_\_  
County of Residence

Application number

Road number

County number

Expiration date

Issue date

Permit number

**FOR OFFICIAL USE ONLY****SUBMIT ALL 4 COPIES**